

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: April 19, 2010

Date Submitted: April 5, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Jennifer Langston, Special Projects Coordinator  
Jessica Welch, Policy & Public Information Coordinator

Subject: Request Board Acceptance of Status Report on 2010 Board Retreat  
Priorities & Provide the Board with an Update on Current Staff Taskings

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### **Statement of Issue:**

This agenda item requests Board acceptance of the Status Report on the 2010 Board Retreat Priorities and provides the Board with an update on current staff taskings.

### **Background:**

On December 10, 2009, the Board of County Commissioners held its annual retreat to set the organization's priorities for the 2009/2010 fiscal year. At the retreat, the County Attorney provided an update to the Board on the taskings undertaken to date. The County Administrator reviewed the 2009 Board priorities, monthly and quarterly reports, as well as, presented a status report on the Grants Department activities.

During the February 16, 2010 Board meeting, the Board ratified the 2010 Board Priorities and corresponding action plans. Consensus was reached by the Board to have the annual priorities be established as two year priorities, and be reviewed yearly at the Board's Annual Retreat. The 2010 priorities were considered equally critical for Wakulla County, and therefore were not ranked in any specific order. The 2010 priorities determined by the Board, in no ranked order, include:

- Water Quality Improvements
- Comprehensive Plan & Land Development Code
- Transportation Improvements
- Youth Enrichment
- Improvements to Public Safety & Expansion of Public Services
- Energy Conservation

### **Analysis:**

The Action Plans lists each Board priority and specifies tasks and actions that will be undertaken in the next year, or have been completed to accomplish each priority (Attachment #1). These tasks and actions were vetted thoroughly by staff. This Action Plan serves as the 1<sup>st</sup> Quarterly Report on the action plans for 2010 and will continue to be updated on a quarterly basis to keep the Board and public apprised of the work being done to accomplish the priorities.

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In addition to the Action Plans, a monthly report has been compiled to reflect as a follow-up of staff assignments from each Board Meeting. After each Board Meeting, tasks that are approved by the Board are documented in a master document called the “monthly report.” This report contains the projects that are assigned by the County Administrator to the appropriate department and/or staff to accomplish. The monthly reports are reviewed and updated at each monthly staff meeting. Staff communicates the status of each task, and the report is updated (Attachment #2).

At this time, staff seeks acceptance of the 2010 Board Retreat Priorities Action Plans.

**Options:**

1. Accept the 2010 Board Priorities Action Plans and direct staff to continue submitting quarterly updates on each priority issue.
2. Do not accept the 2010 Board Priorities Action Plans and do not direct staff to continue submitting quarterly updates on each priority issue.
3. Board Direction.

**Recommendation:**

Option #1

**Attachment(s):**

1. 2010 Action Plans
2. Monthly Report